

Online Course Checklist

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- Student Qualifications**
 - Self motivation** Students who routinely procrastinate are not good candidates for online courses.
 - Self discipline** Students who have no problem sticking to a routine are good candidates for online courses.
 - Self reliance** Students who learn easily from material with minimal outside instruction are good candidates for online courses.
 - Reading ability** Being able to learn well from written material is imperative.
- Technical Ability /Access**
 - Computer skills** An average background in computer usage is a huge plus.
 - Internet access** Student should have ready access to a reliable ISP or the college computer lab.
 - Email** Student should have a dedicated email address for course related mail only.
 - Proficiency** Student should be able to use a word processing program, download software or files, and send emails with attachments when needed.
- Equipment**
 - Computer** If the student will be using their own computer, a compatible one should be used that allows access.
 - Modem** In some cases a modem may be required to enhance speeds and enable internet access.
 - Software** A browser such as IE or Firefox is needed to operate an online course.
 - Email** A reliable email client with attachment functionality should be used.
 - Word processor** A student version of Microsoft Word or a comparable program is best.
- Material.**
 - Additional software** Students may need to download specific programs.
 - Course materials** In some cases, this information may be on discs.
 - Textbooks** Most online courses have accompanying textbooks which may come with the course or may have to be purchased separately.
- Sign up**
 - Select courses** Make sure you meet prequalifications (some advanced courses require graduation from beginner courses first).
 - Don't overload** Signing up for too many courses can cause you to fall behind and score badly.
 - Pay attention** Know the start and end date for each course.

- Login** You should always login in on the first day of each class to provide information for your instructor.
- Print your information** Your username, password, login information, instructor's name and name of class should be printed and put somewhere safe.